Placement Survey and Concentrator Report Access User Manual

Arizona Department of Education

Education

Career and Technical Education

February 2003

This 2002-2003 Performance Measures Access Forms User Manual is for use *ONLY* with the Access database: 2003Concentrator_Placement_DataReporting.mdb - located on the enclosed diskette. This Access database is intended as a <u>backup</u> system in the event that you cannot connect to the Performance Measures online system on the ADE website: http://www.ade.az.gov/PerfMeasures/splash.asp

If you are unable to connect to the Performance Measures online system, then load the enclosed diskette into your pc, and copy the Access database to your C: drive. When the Access database is copied to your C: drive, it will run fast and accurately. (Please do not run this Access database from your A: drive).

Use the instructions enclosed in this manual to add 2002 Placement Survey information and 2003 Concentrator Report information. You can also use the Zero Placements for a Program form to indicate that you do not have any Placements for a particular program, or the Zero Concentrators for a Program form to indicate that you do not have any Concentrators for a particular program.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – please email the <u>entire Access database</u> as an attachment to:

<p align="center">**STWDataCollection@ade.az.gov**</p>

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.
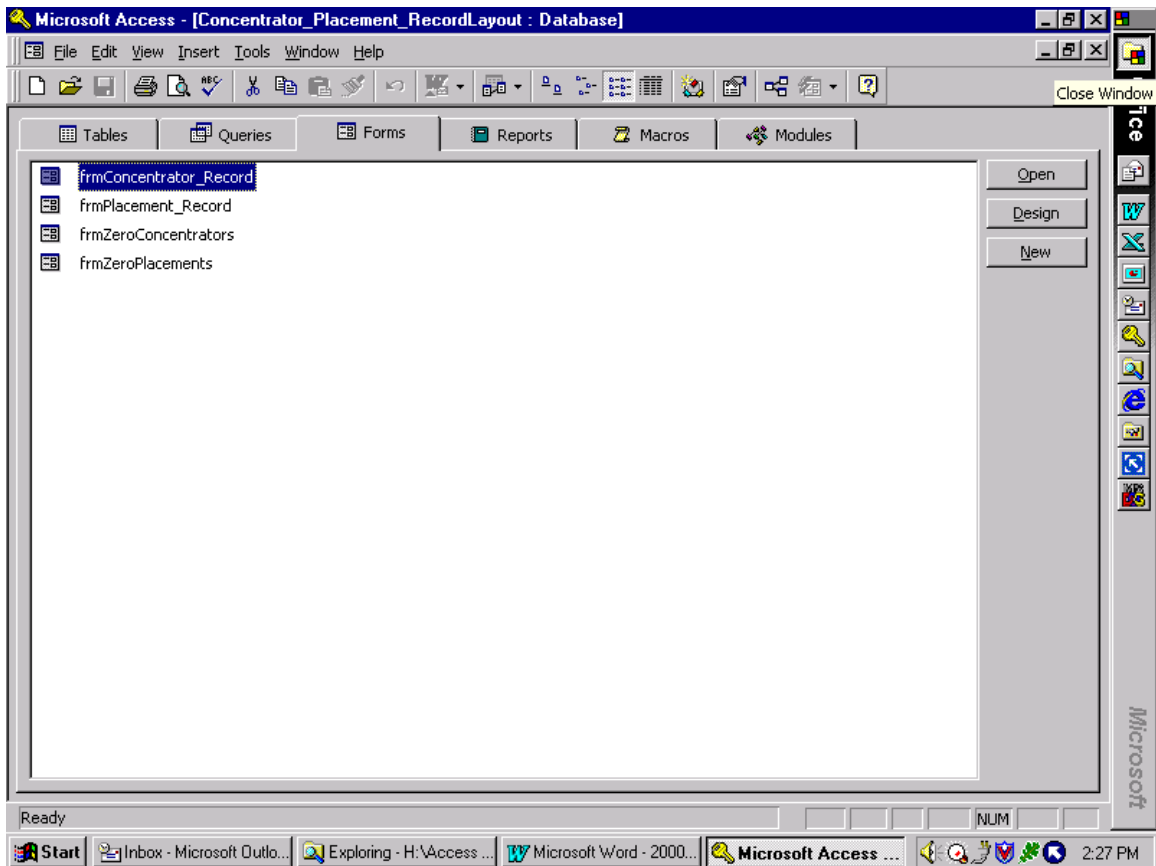
To enter your 2003 Concentrator Records: Click on the Forms tab, then
Double-click on the frmConcentrator_Record to open the 2003 Concentrator
Record form.
Maximize the size of the form (click the middle button in the upper right-hand
corner to maximize the size of the form).

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Enter the student's first name, middle initial (optional), last name, and birthdate. Click on the Gender drop-down button to select the gender of the student. (The code M or F will be stored in this field, not the description Male or Female. The descriptions are displayed for your convenience).

Click on the IVEP service category drop-down button to select the IVEP code of the student. (The actual IVEP code will be stored in this field, not the IVEP description. The descriptions are displayed for your convenience).

Click on the Leaver Code drop-down button to select the Leaver code of the student. (The actual Leaver code will be stored in this field, not the Leaver code description. The descriptions are displayed for your convenience). **Note the new leaver code – E1 Still in School. This code is for Concentrators that have not yet graduated.

Click on the Race drop-down button to select the Race code of the student. (The actual Race code will be stored in this field, not the Race description. The descriptions are displayed for your convenience).

Enter the student's Attain 80% code (Y or N) and the optional Social Security Number and the optional SAIS number (if available). Also, enter today's current date.

Enter the Assessment Method. If the Assessment Method is the State Assessment, please enter the Test Name. Also, enter today's current date. Press Tab, then press Enter to add the record. The student's Concentrator information has now been added to the database.
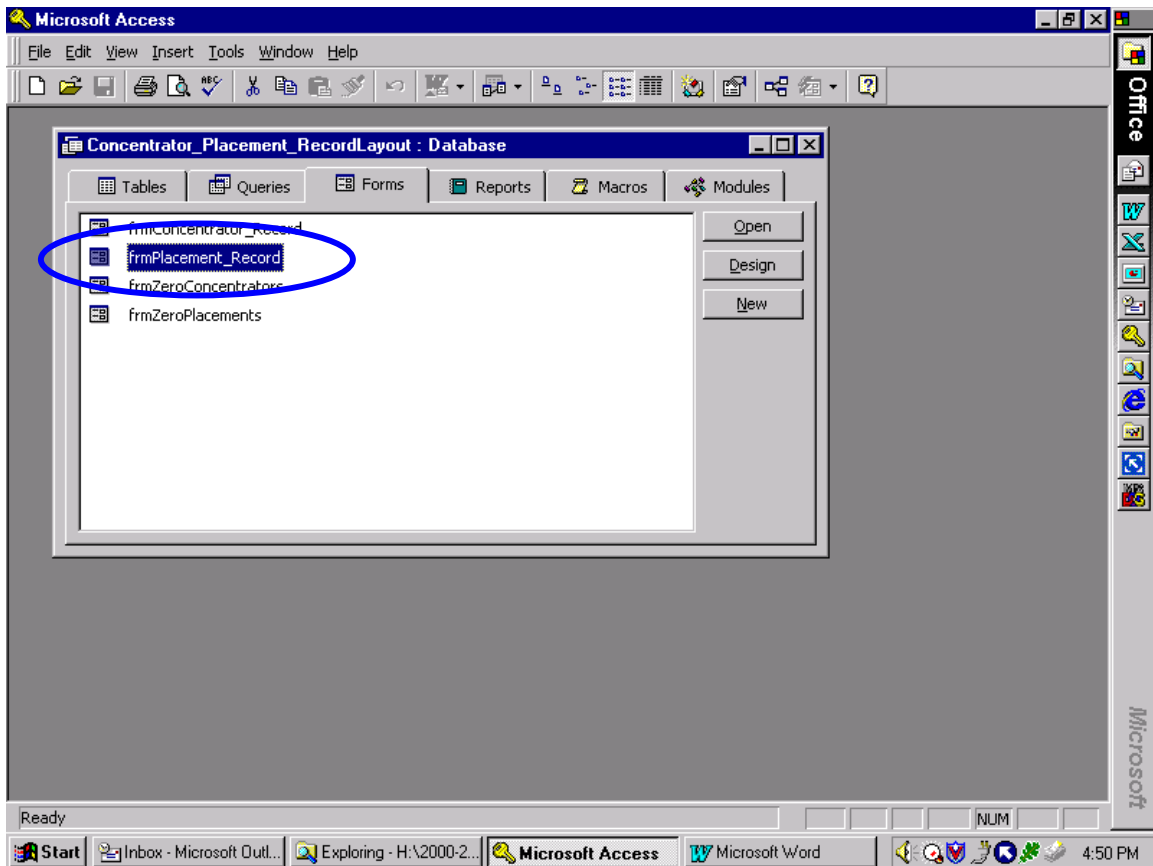
To enter your 2002 Placement Surveys: **Click on the Forms tab, then Double-click on the frmPlacement_Record to open the 2002 Placement Survey form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).**

This Placement Survey form is on 2 pages: Demographic Information and Placement Information. Fill out all the fields on the Demographic Information form first, then click on the Placement Information tab at the top of the form to add the student's post secondary school, military branch, or employment information.

To begin adding the student's Demographic Information, click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

frmPlacement_Record : Form

Demographic Information | Placement Information

2002 Placement Survey

School: ST JOHNS HIGH SCHOOL   CTDS: 010201205

Program:

ProgramCIP:

Agriscience
Ag Bus Mg Horticult
Renewable Natural Resources
Sales & Marketing
Hospitality Services
Media Communication
Cosmetology
Food Production/Culinary Arts

First Name: Address1:
Last Name: Address2:
City: Zip:
                           he: (Optional)

Student Typ

Is the Student returning
from a religious mission?:

If Sampler, include IVEP Code and Gender:

If Yes, what year did they graduate?:

Contact Type: Description if Other:
Completer Type: Description if Other:
Date: → Continue to: Placement Information (see above)
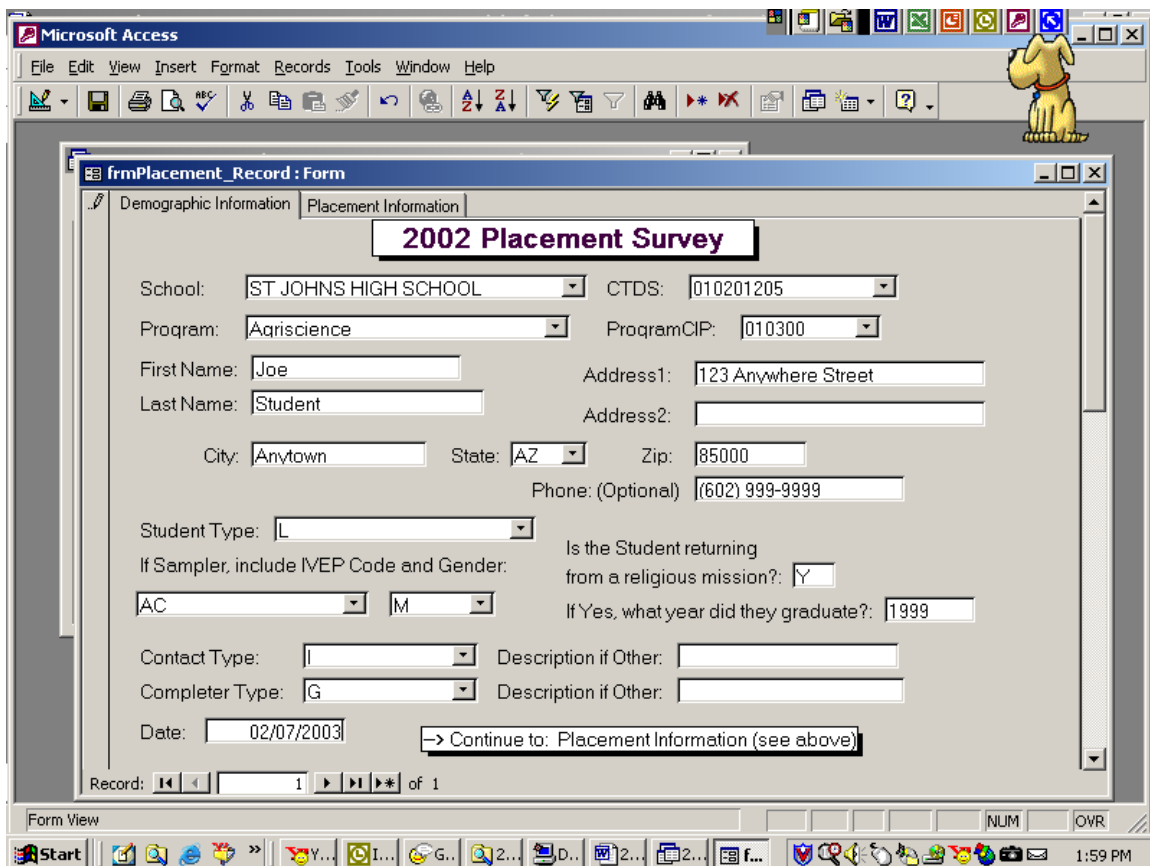
Record: 1 of 1

Form View   NUM

Start   1:47 PM

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

Enter the student's first name, middle initial (optional), last name, address, city, state, zip code, and phone number (optional). Click on the Student Type drop-down button to select the type of the student. (The student type code: C or L or N will be stored in this field, not the description. The descriptions are displayed for your convenience).

If the Student Type is Sampler (L), Access will prompt you to enter the student's IVEP Code and gender.

Click on the IVEP Code drop-down button to select the IVEP Code. (The actual IVEP code will be stored in this field, not the description. The descriptions are displayed for your convenience).

Click on the Gender drop-down box to select the student's gender. (The actual gender code will be stored in this field, not the description. The descriptions are displayed for your convenience).

Answer the question: "Is the Student returning from a religious mission?" with a Y or N. If Y, enter the year of graduation. The only allowable values for year of graduation are: 1999, 2000 or 2001.

Click on the Contact Type drop-down box to select the student's contact type. (The actual Contact Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.

Click on the Completer Type drop-down box to select the student's completer type. (The actual Completer Type will be stored in this field, not the description. The descriptions are displayed for your convenience). If you select O (Other), you must enter a description in the next field.

Enter today's current date, then click on the Placement Information tab at the top of the form to continue to the next page. Use the Placement Information form to enter information about the student's post-secondary school, military branch, or employment.

On the Placement Information form, if you answer the question: <u>In School?</u> Y -then use the drop-down box to select the student's post secondary school from the list provided. If the student's post secondary school is not on the list, please type in the name of the school. (Non-Arizona schools are not on this list). Also, enter a Y or N in the <u>School Related to Program?</u> field.

If the student is in the Military, enter a Y in the <u>In Military?</u> field - then use the drop-down box to select the student's military branch. Also, enter a Y or N in the <u>Military Related to Program?</u> field.

If the student is working, enter a Y in the <u>Working?</u> field and a Y or N in the <u>Work Related to Program?</u> field. Then enter the student's employer name, address, city, state, and zip code. The employer's phone and fax number are optional, as well as the employer supervisor and the contact supervisor field. To add the Placement Survey record, press Tab, then press Enter. The student's Placement Survey information has now been added to the database.

To add another Placement Survey record, go to the top of the form and click on the Demographic Information tab and begin entering the next student's school, program, and other demographic information.

When you are completely finished adding all records – all Placement Surveys, Concentrator Reports, Zero Placements for a Program, Zero Concentrators for a Program – then you can email the entire Access database to:
<u>STWDataCollection@ade.az.gov</u>

We will then load your records onto our Performance Measures database. When they are loaded, you will be able to view these records using the Performance Measures online system. Please see the Performance Measures online user manual for instructions in using that system.
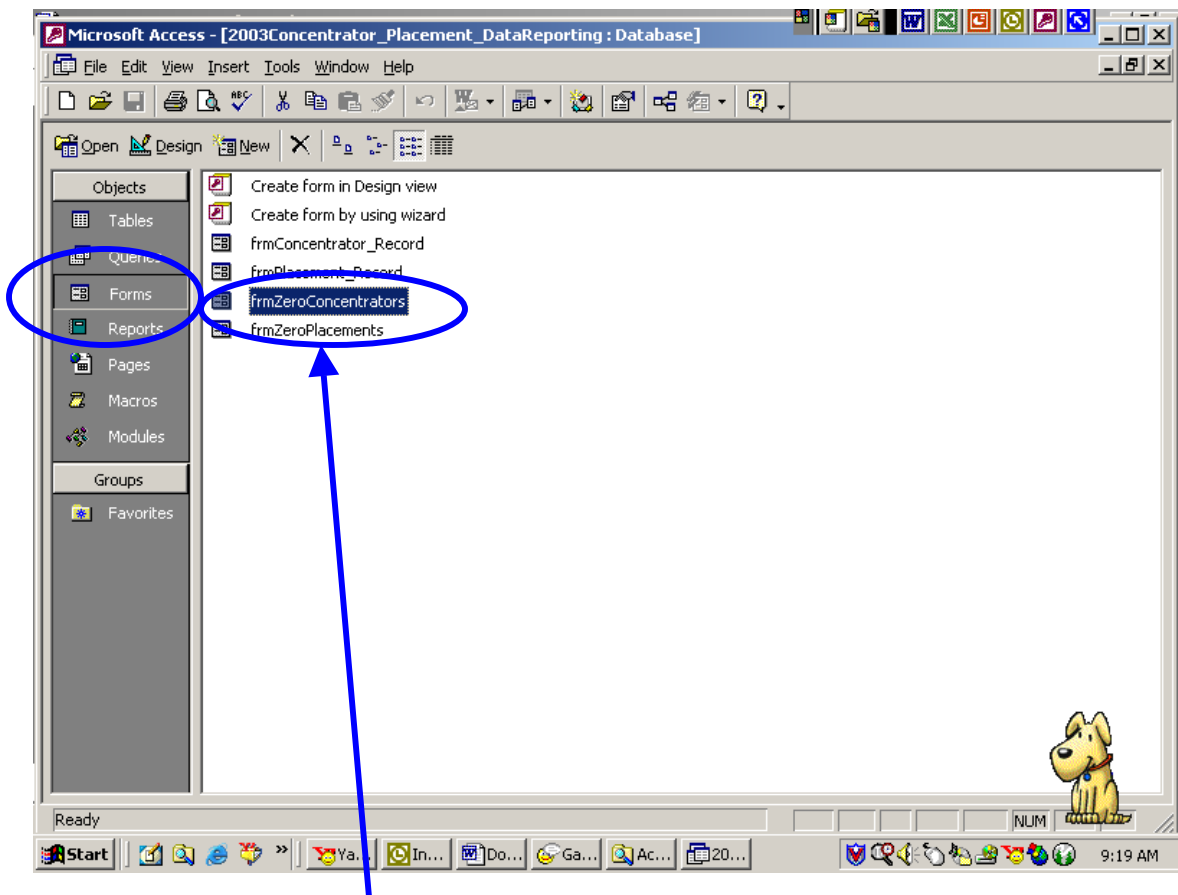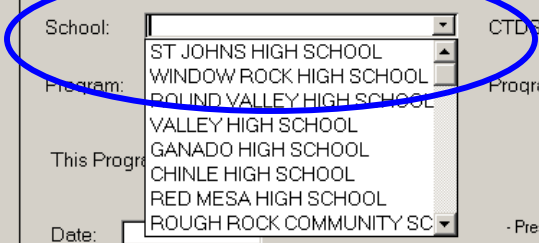
To enter your 2003 Zero Concentrators for a Program: **Click on the Forms tab, then Double-click on the frmZeroConcentrators to open the 2003 Zero Concentrators for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).**

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.
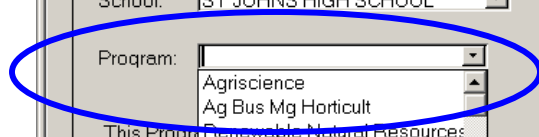
Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

To designate that a Program has Zero Concentrators, enter a Y in the box. Also, enter today's current date. Press Tab, then press Enter to add the record. The Zero Concentrators for a Program information has now been added to the database.
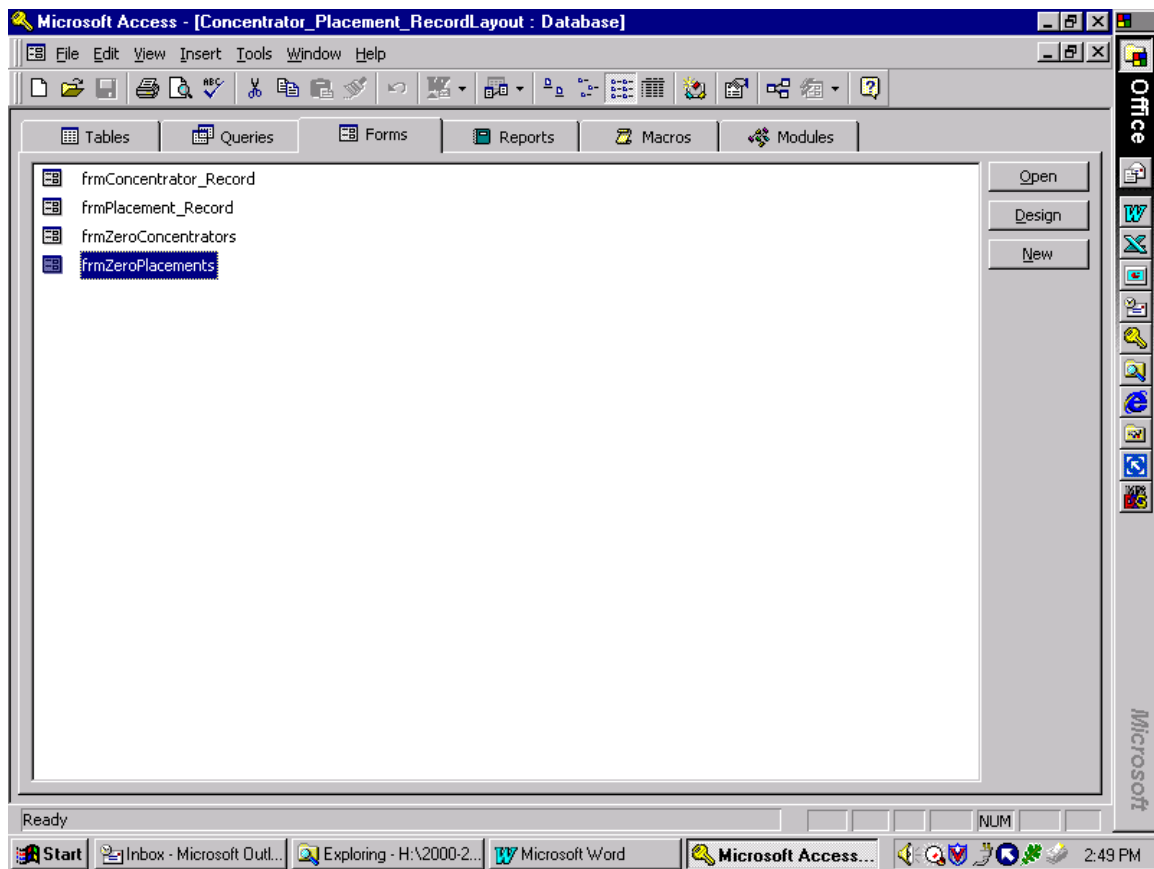
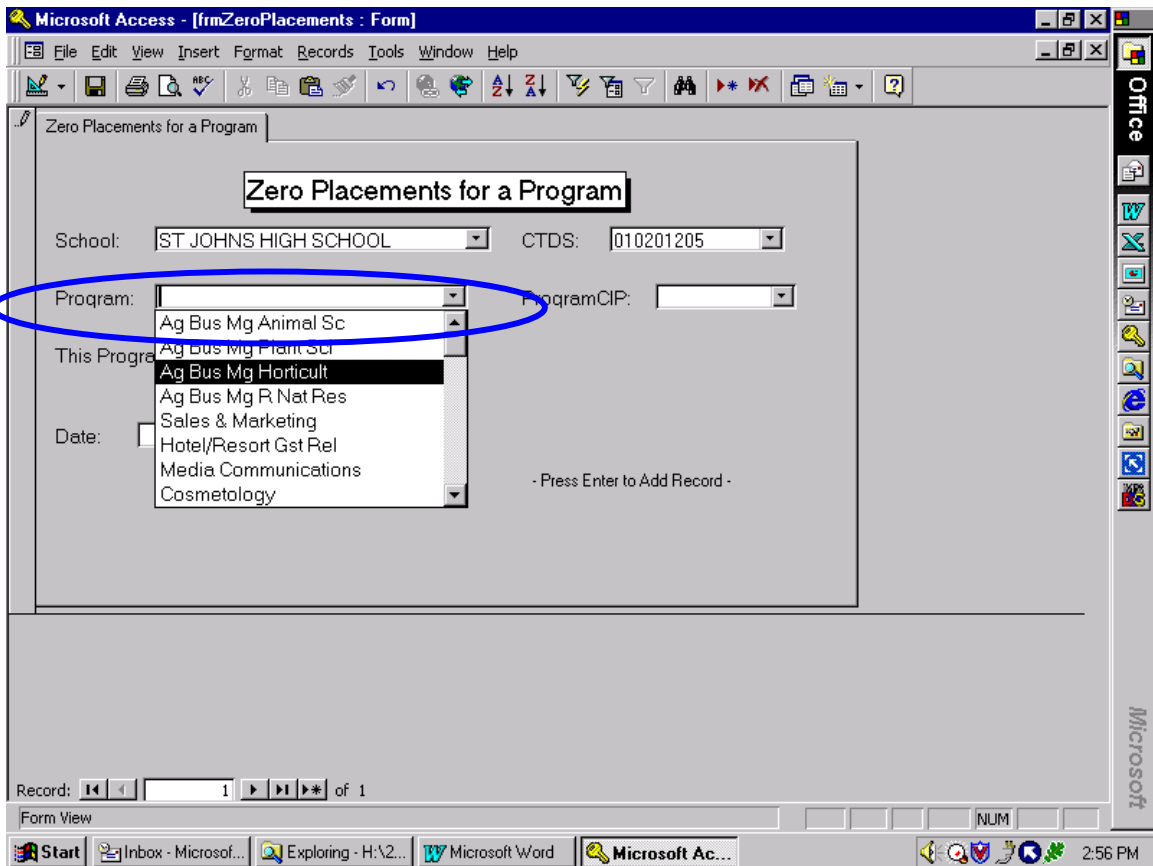**To enter your 2002 Zero Placements for a Program:** Click on the Forms tab, then Double-click on the frmZeroPlacements to open the 2002 Zero Placements for a Program form. Maximize the size of the form (click the middle button in the upper right-hand corner to maximize the size of the form).

Click on the Schools drop-down button to select your school. When you do, the School's number (CTDS) will appear in the box next to the School.

Click on the Program drop-down button to select your program. When you do, the Program number (ProgramCIP) will appear in the box next to the Program.

To designate that a Program has Zero Placements, enter a Y in the box. Also, enter today's current date. Press Tab, then press Enter to add the record. The Zero Placements for a Program information has now been added to the database.

If you have any questions about using these Access forms, please contact:

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